

TIPS FOR REDUCING WASTE

- ▶ Reuse paper and binder clips, rubber bands, push pins, folders, binders, plastic sleeves and other office materials.
- ▶ Make doubled-sided copies.
- ▶ Keep a reusable mug for beverages.
- ▶ Share publications and remove duplicate or outdated names from mailing lists.
- ▶ Use small, removable stickers for fax transmittals, instead of cover sheets.

OFFICE WASTE RECYCLING STARTS WITH YOU!

We need your help. We ask only that you separate recyclable materials into their proper containers. **Be careful not to contaminate the recycling bins with nonrecyclables; especially avoid mixing food and liquids with paper.** Nonrecyclables belong in the wet waste container.

With your assistance, the recycling crew will then be able to efficiently collect the recycled materials that you have separated.

THE SAVINGS ARE GREAT!

Each ton of recycled paper saves 3.3 cubic yards of landfill space and 17 mature trees.

Each recycled aluminum can saves 95% of the energy required to produce aluminum from ore.

JOIN IN AND MAKE A DIFFERENCE!

Your participation in the Congressional Office Waste Recycling Program will reduce the amount of waste sent to landfills from the Capitol complex and help protect our environment.

Questions regarding office waste recycling can be directed to your office recycling liaison...or to the Superintendent's office.



CONGRESSIONAL OFFICE WASTE RECYCLING PROGRAM

**-- Please Recycle --
It Makes Sense!**



**Thank You For Your
Participation**



Printed on Recycled Paper
1/2001

**Administered by the Office of
the Architect of the Capitol**

WHAT GOES WHERE

HIGH GRADE PAPER

At Your Desk or Centralized

Location in Your Office

(Collected from blue labeled containers)

- ▶ Uncoated White Paper
- ▶ Congressional Stationery
- ▶ Copier Paper
- ▶ Computer Paper
- ▶ Legislative Bills
- ▶ White Envelopes
(with no plastic windows)

Paper may be stapled or clipped but if glue is used as binder, document should be placed with mixed paper.

Note: Congressional Records are NOT printed on high grade paper. Please place with newsprint.

COMMINGLED BOTTLES AND ALUMINUM CANS

At a Centralized Location in Your Office

(Collected from orange labeled containers)

- ▶ Glass and Plastic Bottles
- ▶ Aluminum Cans

NO LIQUIDS PLEASE

WET WASTE

At Your Desk or Centralized

Location in Your Office

(Collected from grey labeled containers)

- ▶ All Food Products
- ▶ Carry-out Containers
- ▶ Black Carbon Paper
- ▶ All Plastic **Except** Plastic Bottles
- ▶ All Other Nonrecyclables

HOW THE PROGRAM WORKS

Each office shall designate an office recycling liaison, who will serve as the primary point of contact to answer recycling questions and promote the program among the office staff.

For the program to function best, office waste should be separated into the following categories:

- High Grade Paper
- Mixed Paper
- Newsprint
- Telephone Directories
- Cardboard Boxes
- Aluminum Cans,
Glass and Plastic Bottles
- Wet Waste/Trash

In every office there will be centralized recycling and wet waste containers, as well as individual desk containers to suit each staff person's needs. Only the wet waste and bottles/cans containers will be lined. All containers will be emptied on a daily basis by the Superintendent's staff, using color-coded bags corresponding to the color-coded container labels.

Used **TONER CARTRIDGES** can be recycled by returning them to B-217, Longworth HOB. If boxed, please write the word "recycle" on the top of the box.



WHAT GOES WHERE

MIXED PAPER

At Your Desk or Centralized

Location in Your Office

(Collected from green labeled containers)

- ▶ Colored Paper
- ▶ Coated Paper
- ▶ Paper Envelopes With Plastic Windows *(Plastic and padded envelopes go in wet waste.)*
- ▶ Magazines and Catalogues
- ▶ Manila File Folders *(Green hanging folders with metal go in wet waste)*
- ▶ Books and Reports *(including all documents with stitched, glued, metal and ribbon binding, even if white paper)*

(If you have a large quantity of books, please keep them separate and request a special pickup from the Superintendent's office.)

NEWSPRINT, CARDBOARD BOXES, CONGRESSIONAL RECORDS AND TELEPHONE DIRECTORIES

At a Centralized Location in Your Office

(Collected from brown labeled containers)

- ▶ Stack newspapers, *Congressional Records* and all other documents on newsprint in the newspaper container.
- ▶ Place phone directories and any cardboard boxes in separate stacks next to the news container. Request a special pickup.